



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Purchasing Division

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Date: April 11, 2012

MEMORANDUM

To: All State Agencies, the Court System, the Nevada System of Higher Education, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: FedEx Mail Services Contract

The Purchasing Division is pleased to announce participation in a new mail services contract which has been awarded to FedEx. This contract is a **mandatory use contract** effective immediately through August 27, 2015. Weekly pickup fees will continue to be waived throughout the duration of the contract, and the Fuel Surcharge has been capped at 7%. For the third year in a row, FedEx has lowered its rates and will hold these prices through August 28, 2012. Contracted services include shipping of all Express and ground delivery services, including traditional 1, 2, and 3-day Domestic, FedEx Home Delivery and International Air Services to over 215 countries around the world. Agencies should keep in mind that this contract includes a money-back guarantee (MBG), which guarantees Express delivery by the stated time or the cost of the shipment will be refunded.

For agencies utilizing State Mail Services to ship FedEx, the Purchasing Division recommends that packages be readied for Mail Services pick-up labeled with the originator's information and destination address, as well as an indication of "Ground," "Home," or "Express," and the desired Express speed (Priority Overnight, Standard, 2nd Day a.m., 2- Day, or Express Saver).

For more information about this contract, agencies are directed to the Purchasing Division website at <http://purchasing.state.nv.us>. From the home page, click on "Contract Information" to the left of the photograph and then click on "Mail Services" to find the designated web page with links to the FedEx website.

All express mail, package air, and ground delivery service pursuant to this contract must be shipped through FedEx. State Mail Services will continue to provide the same high level of service they have in the past for the shipping of packages and letters. The only exceptions permitted under this contract are: 1) the State's Interdepartmental mail, which is handled directly by State Mail Services; and 2) normal letter service outside the State's Interdepartmental mail system, which will continue to be delivered by the U.S. Postal Service.

If you have questions or concerns, please contact Marcy Troescher at (775) 684-0199 or via email at mtroescher@admin.nv.gov.

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